

Important Reminders:



- Any time there are **any** changes in your household, i.e. income, household members moving out, child care changes or medical deduc-

tion changes, you need to report these within 10 days from the date of the change and submit proof of change to this office with the 10 day change form. New move-ins must be approved in advance by the PHA and the Landlord.

- You **always** need an appointment to speak with your housing specialist. **Walk-ins are NOT permitted.** Please call your Housing Specialist to make an appointment.

- HAP Payment information: The earliest we can start HAP payments is the day after the unit passes inspection IF the tenant is living there or moving in per Federal Regulations, provided there are no other issues that would interfere with the contract.

- Mail—In order to insure our timely receipt of information, please send all correspondence to the following mailing address: P.O. Box 72424, Newport, KY 41072-0424.

Upcoming Holidays that we are closed:

January 18—Martin Luther King, Jr. Day

February 15—President's Day

April 2—Spring Break Day

Please be advised that CCDH will open at 9:30 a.m. on the 3rd Thursday of every month, therefore on the 21st of January our office will not open until 9:30 a.m.

OUR OFFICE IS NOW LOCATED NEXT DOOR TO OUR
OLD OFFICE AT 1098 MONMOUTH STREET, NEWPORT

Resident News

Winter 2010



Mission Statement: To work with the community to provide decent, safe, and affordable housing for eligible families and to provide and promote self-sufficiency and economic independence for residents

DEPARTMENT OF HOUSING

OFFICE LOCATION:

**1098 MONMOUTH STREET—
2ND FLOOR**

NEWPORT, KY 41071

859-261-5200

FAX: 859-261-0577

**OFFICE HOURS: 8:30-12:00 & 1:00-
4:30 MONDAY-FRIDAY**

STAFF:

SARAH COLLINS, DIRECTOR

JOSEPH CLEVINGER, FSS

COORDINATOR/HOUSING SPECIALIST

ELIZABETH MILLER, HOUSING

SPECIALIST, ADMINISTRATIVE

COORDINATOR

PAMELA DOYLE, HOUSING SPECIALIST

DAVID SCHNEIDER, HOUSING INSPECTOR

VALERIE SMITH, INTAKE SPECIALIST

WINTER STORMS AND EXTREME COLD

Heavy snowfall and extreme cold can immobilize an entire region. Even areas that normally experience mild winters can be hit with a major snowstorm or extreme cold.



Know your winter terms:

Freezing rain: Rain that freezes when it hits the ground, creating a coating of ice on roads, walkways, trees and power lines.

Sleet: Rain that turns to ice pellets before reaching the ground. Sleet also causes moisture on the roads to freeze and become slippery.

Winter Storm Watch: Tune into NOAA Weather radio, commercial radio, or TV for more information.

Winter Storm Warning: A winter storm is occurring in your area.

Blizzard Warning: Sustained winds or frequent gusts of 35 mph or greater and considerable amounts of falling or blowing snow are expected to prevail for a time period of three hours or longer.

Frost/Freeze Warning: Below freezing temperatures are expected.

Prepare your home and family

- Prepare for possible isolation in your home by having sufficient heating fuel; regular sources of fuel may be cut off.

- Winterize your home by insulating walls and attics, caulking windows, etc.

- Insulate pipes and allow faucets to drip a little during cold weather.

- Keep fire extinguishers on hand and make sure everyone in the house knows how to use them.

- House fires pose an additional risk, as more people turn to alternate heating sources.

- Learn how to shut off water valves (in case a pipe bursts)

- Know ahead of time what you should do to help elderly or disabled friends and neighbors.

- Hire a contractor to check the structural ability of the roof to sustain unusually heavy weight from the accumulation of snow or water, if drains on flat roofs do not work.

- Dress for the weather—wear several layers of loose fitting, lightweight, warm clothing rather than one layer of heavy clothing. The outer garments should be tightly woven and water repellent. Wear hat and mittens and cover your mouth with a scarf to protect your lungs.

Source: Fema.gov/hazard/winter

REMINDER ABOUT MISSED APPOINTMENTS

The Campbell County Department of Housing will allow a family to reschedule appointments for a good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than 2 opportunities for good cause. When a good cause exists, the CCDH will work closely with the family to find a more suitable time. Three missed appointments of any type within a 12 month time period, including Re-certifications, Inspections, Income Changes, Monthly zero income, and FSS meetings will result in termination of assistance. This includes being more than 15 minutes late for an appointment or a rescheduled appointment. If you reschedule an appointment there must be a verifiable reason, as determined by CCDH, to excuse the missed appointment. After review your housing specialist will determine whether to dismiss the missed appointment. The CCDH has a right to reject any unreasonable excuse.



DID YOU KNOW? Did you know that anytime someone has received housing assistance payments that they were not eligible to receive based on their failure to disclose information or abide by Federal Regulations or Administrative Policy all Housing Assistance Payments must be repaid to Campbell County Department of Housing.

WINTER ENERGY SAVINGS TIPS

Staying warm in winter and managing your energy usage can be a challenge, especially when you consider that your homes heating and air make up about half of your total annual energy bill. Here are some tips to help you this winter:

Heating:

1. Have your heating equipment checked each season by a qualified technician to make sure it is operating properly.

2. Keep your thermostat on the lowest comfortable setting. If you are going away for several days, turn the thermostat to a lower setting, but not to "off".

3. Change air filters every month. Dirty filters can increase operating costs.

4. Make sure heat registers and vents are not blocked by draperies, furniture or rugs. These vents should also be cleaned regularly with a vacuum or broom.

5. Check your heating system's ductwork to ensure that it is well insulated.

Insulation:

1. Make sure your home is adequately insulated.

2. Weather strip around doors and windows. If you have a window a/c consider removing it from the window for the winter. If it cannot be moved buy an inexpensive cover.

3. If you have a fireplace always be sure the damper seals tightly.

Household Tips:

1. Insulate your water heater with at least R-6 insulation. Your water heater is the second largest energy user in your home.

2. Take advantage of natural solar heat and open windows/blinds on a sunny day to let in the sunshine to allow the sun's rays to warm your house.

3. Ceiling fans can keep you comfortable in the winter too. Reverse the direction of the blades, i.e. fan should turn counter clockwise in the summer and clockwise in the winter.

Source: duke-energy.com